



CAD Operator 3

OUR MISSION... *To provide a clean, comfortable, and safe environment on Capitol Hill.*

The Georgia Building Authority (GBA) is responsible for all services associated with the management of 36 buildings and various facilities located in the Capitol Hill Complex in Atlanta, Georgia, including the Georgia State Capitol building and the Governor's Mansion in northeast Atlanta. GBA provides maintenance, renovations, housekeeping, landscaping, food service, event catering, recycling, parking, and building access services to state employees housed in GBA-managed facilities.

Job Information

Job Type: FULL-TIME

Number of Vacancies: 1

Pay Grade: 12

Hiring Salary Range: \$26,672.14 - \$35,000.00

Location: Atlanta, GA

Opens: December 16, 2013

Closes: December 31, 2013

(Must be received by 5 p.m.)

Obtain the detailed job description or applicants who require accommodations for the application process should contact 404-463-5658 or e-mail

hr-email@spo.ga.gov

GBA will attempt to meet reasonable accommodation request whenever possible.

INTERESTED? Here's What You Need:

Email **resume** in Microsoft Word/PDF format to hr-email@spo.ga.gov

To ensure proper routing/handling of your credentials, copy/paste or type the following in the subject line of your email: **CAD Operator 3**



Website: www.gba.ga.gov

Position Overview

Duties: Under immediate supervision, uses computer aided drafting and design (CADD) and manual drafting techniques to prepare complete sets of detailed plans for complex building renovation and facility operations. Instruct less experienced drafters in CADD operation and preparation of basic plan elements.

Qualifications (Agency Specific): Associates degree in Computer Aided Drafting or a related field and two (2) years of AutoCAD experience OR two (2) years' experience in an Architectural, Engineering and Construction industry and two (2) years of AutoCAD experience. Must have a valid Georgia Driver's License and meet the agency's requirements to be an authorized driver.

Competencies: Comprehensive knowledge of accepted drafting techniques; comprehensive knowledge of CADD procedures and software programs including Operating systems software; a working familiarity with building engineering design concepts; ability to read and comprehend more complex blueprints, designer's notes and all other documents associated with construction projects; ability to write correspondence and technical reports; ability to calculate moderately complex quantities and cost estimates.

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If applying for a position that requires a degree, an official college transcript must be furnished. Only educational credentials from an accredited institution will be considered. GBA will select the most qualified applicants for an interview; only those selected for interviews will be updated on position status.

The selected applicant must furnish the required documentation authorizing work in the United States as well as pass a criminal background investigation and drug screening.

Due to a large volume of resumes received by this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to applicants except to those who are selected for interviews.